



# Memorandum

**To:** Building Vendors and Contractors

**CC:**

**From:** Kenneth Garreau

**Date:** January 1, 2015

**Re:** Certificates of Insurance

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In accordance with OR&L operating policies, all vendors or contractors doing any work at 110 Sherman Street in Hartford, CT. must provide OR&L with an Insurance Certificate naming the building owner and manager as listed below as additionally insured:

**State of Connecticut Department of Administrative Services  
Owens Renz & Lee Company, Inc.**

Minimum Insurance Requirements:

<b>A. Workman's Compensation:</b>	Statutory Amount
<b>B. Employers Liability:</b>	\$1,000,000 Minimum
<b>C. Commercial general liability:</b>	\$1,000,000 bodily injury for each occurrence and an aggregate of \$2,000,000
<b>D. Employee dishonesty and depositors forgery:</b>	\$20,000 (for any subcontractor who handles Funds on behalf of the DAS)
<b>E. Automobile:</b>	\$1,000,000 combined single limit

1. As respects to liability coverage, Owens Renz & Lee and all related interests are to be named additional insureds to the insurance policies described in (b) and (c) above, and on the Certificate of Insurance. All liability insurance shall be written on an occurrence basis.

2. Contractor shall furnish Certificates of Insurance evidencing insurance coverage and stating that not less than 30 days notification shall be given to Owens Renz & Lee in the event of cancellation or material change in policies. (Accord forms must have the words "...endeavor to..." and "but failure to mail such notice shall impose no obligation on or liability on the company..." deleted/ crossed out in the section entitled CANCELLATION.
3. Certificate shall state "Such policies are primary and any insurance carried by State of Connecticut, Department of Administrative Services, and Owens Renz & Lee, is secondary and non-contributing with such policies".
4. IMPORTANT NOTICE: Additional coverage required for Excessive Risks.
5. Contractor shall carry the above-indicated insurance at its own expense.
6. All insurance shall be provided by responsible insurance companies qualified to do business in the State of Connecticut.

No vendor / contractor shall be permitted to work on-site until this office has received evidence of such coverage. Insurance certificates may be mailed or faxed to Owens Renz & Lee at the address provided below.

Thank you for your cooperation, if you or your insurance agent has any questions, please feel free to contact me.

Owens Renz & Lee  
Property Management  
2 Summit Place  
Branford, CT. 06405  
Office: 860-727-0892  
Fax: 860-727-0172